



CITY OF HOUSTON

Job Posting

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| 1 | <i>Applications accepted from:</i> | ALL PERSONS INTERESTED |
| 2 | <i>Job Classification</i> | SENIOR POLICE TELECOMMUNICATOR |
| 3 | <i>Posting Number</i> | PN #106918 (15 + VACANCIES) |
| 4 | <i>Department</i> | HOUSTON POLICE |
| 5 | <i>Division</i> | EMERGENCY COMMUNICATIONS |
| 6 | <i>Section</i> | N/A |
| 7 | <i>Reporting Location</i> | 5320 NORTH SHEPHERD, HEC BUILDING* |
| 8 | <i>Workdays & Hours</i> | VARIOUS SHIFTS* |
| | | *Subject to change |

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Uses computer aided dispatch system as the primary mode of operations to accomplish duties. Dispatches calls to field units within Departmental time standards. Monitors all activities of field units to help ensure unit availability and officer safety. Coordinates with other Dispatchers, divisions, and/or agencies as required. Performs communications and record-keeping duties relative to law enforcement and emergency service/public safety applications. Answer questions and/or provides information relative to service incidents; provides information to other dispatchers, Divisions, or Agencies. Dispatches police units for service of a reported incident and monitors field unit activity. Performs in stressful situations.
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WORKING CONDITIONS

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.
- 11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.
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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience as a radio operator in a dispatch facility are required.
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MINIMUM LICENSE REQUIREMENTS

Must provide certification of successful completion of or complete within one (1) year of employment a telecommunications-training program in compliance with the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) guidelines.
- 14

PREFERENCES

None.
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SELECTION/SKILLS TESTS REQUIRED

Must be able to pass a City-administered written test and a City-administered PC keyboard test proficiency of 40wpm. Applicant must also pass hearing test.
- 16

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 16

\$946.00 - \$1,279.00 Biweekly \$24,596.00 - \$33,254.00 Annually
- 18

OPENING DATE

September 28, 2005
- 19

CLOSING DATE

Open Until Filled
- 20

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

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